

PLANNING COMMISSION BY-LAWS

Adopted
February 15, 1996
Revised
November 6, 1997
Revised
October 15, 1998

ARTICLE I - MEMBERSHIP

The Shoreline Planning Commission shall consist of nine (9) members, appointed by the Mayor and confirmed by the City Council but a lesser number, but not less than five (5), shall constitute a lawful Commission until a full complement is appointed.

ARTICLE II - OFFICERS AND DUTIES

SECTION 1: OFFICERS

Officers shall be a Chair and Vice-Chair; both elected by the Commission by and from members of the Commission. In absence of both, members may elect a Chair *pro tem*.

SECTION 2: DUTIES OF THE COMMISSION

As established by City of Shoreline Ordinance No. 36, the Commission shall undertake the duties and responsibilities defined in Section 6 in accordance with the purpose stated in Section 1 of that ordinance.

SECTION 3: DUTIES OF THE OFFICERS

CHAIR: The Chair shall preside at all meetings and public hearings and call special meetings when necessary. The Chair shall be a full voting member of the Commission. The Chair shall account for expenditures of budgeted Commission funds, sign minutes and official papers, appoint all committees and their respective Chairs, and act as an *ex-officio* member of each, but without voting

privileges. The Chair may delegate duties to other Commissioners with the consent of the Commission. The Chair shall speak on behalf of the Commission before the City Council and to the public.

The Chair shall serve for a single one-year term of office.

VICE CHAIR: The Vice Chair shall perform the duties of the Chair in the absence of the same. The Vice Chair may also serve as convenor of special committees. The Vice Chair shall gather all requests for staff work and communicate those to staff.

The Vice-Chair shall serve for a one-year term of office. The Vice Chair shall then become Chair of the Planning Commission, upon confirmation through the annual election process.

SECTION 4: DUTIES OF THE CLERK OF THE COMMISSION

CLERK OF THE COMMISSION: The Clerk shall record and retain by electronic means each meeting for the official record and shall prepare summary minutes for the Commission, maintain official records and prepare legal notification for all meetings and quasi-judicial proceedings.

ARTICLE III - ELECTIONS

The Commission shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first regular public meeting of the Commission in April. Such election shall take place as the first item of new business of that meeting, and elected officers shall assume their duties at the close of elections.

The Chair shall serve for a single, one-year term of office. The Vice Chair shall serve for a single, one-year term of office. The Vice Chair shall then become Chair of the Planning Commission, upon confirmation through the annual election process. If the Vice Chair is not elected Chair, or is unavailable to run for the office of Chair or serve in the Chair position, a new election will be held at large.

In the event of the departure of an officer from the Commission, the Commission shall elect a new officer to fill out the term at the next regular meeting.

ARTICLE IV - MEETINGS

SECTION 1: SCHEDULE

The Planning Commission shall hold regular meetings according to the following schedule:

First and Third Thursday of each month. The meetings shall begin at 7:00 p.m. and end at 9:30 p.m. unless modified by the Commission. Should a regular meeting day be a legal holiday, the scheduled meeting shall be postponed to the succeeding Thursday, unless a majority of the Commission votes to select another day or to cancel the meeting.

A special meeting may be called by the Chair of the Commission, the City Council or Mayor or by the written request of any three (3) Commissioners, providing a 10 day public notice period.

SECTION 2: ORDER OF BUSINESS

The order of business for each **regular** meeting of the Commission shall be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. PUBLIC COMMENT
6. REPORTS OF COMMITTEES & COMMISSIONERS
7. STAFF REPORTS
8. PUBLIC HEARING
9. UNFINISHED BUSINESS
10. NEW BUSINESS
11. AGENDA FOR NEXT MEETING
12. ADJOURNMENT

SECTION 3: PURPOSE OF SPECIAL MEETINGS

Special meetings called in accordance with Section 1 of this article shall be called for a specific purpose or purposes, and the announcement for such special meeting shall clearly state such purpose(s). In addition, a specific agenda shall be attached to the announcement of a special meeting delineating the order of business addressing the meeting purpose. The agenda for a special meeting need not conform to that specified in Section 2 of this Article.

ARTICLE V - RULES OF MEETINGS

SECTION 1: ABSENCES

Unexcused absence from more than three (3) consecutive meetings shall be cause for removal. Members shall communicate with the Chair of the Commission or the Vice Chair or the Planning & Development Services Director prior to the meeting with requests for excused absences. Emergency requests may be considered. The Chair of the Commission may approve the excused absence.

SECTION 2: QUORUM

The presence of five (5) members constitutes a quorum, and is required for the Commission to take any action other than to adjourn.

SECTION 3: RULES OF PROCEDURE

The current edition of Robert's Rules of Order shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Commission.

SECTION 4: VOTING

In instances where a vote is called for or required, the present majority is sufficient to act (providing a quorum is present), except in matters of the Comprehensive Plan and Map, changes to the Zoning Map or Ordinances, subdivision decisions and officer election, where five (5) affirmative votes are required. Each member shall have one vote and no proxies shall be allowed. Present members may abstain for cause. The Chair may vote on any issue, and shall vote in the event of a tie. No action is taken if the Chair votes and the tie continues. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes and reported to the City Council.

SECTION 5: RECESSES / CONTINUATIONS

Meetings shall be adjourned at 9:30 p.m., unless a present majority votes to waive this requirement. Continuations of meetings shall be to a definite time and place, by majority vote of present members.

ARTICLE VI - COMMITTEES

Standing and *ad hoc* committees may be appointed by the Commission Chair. Standing committees shall serve at the pleasure of the Commission and special committees shall also serve for such purposes and terms as the Commission approves. Committees shall establish their own meeting schedule, and the deliberations thereof shall take the form of written reports, submitted to the entire Commission.

ARTICLE VII - CONFLICT OF INTEREST

The Chair shall routinely ask members if they have a conflict of interest with any item on the agenda. Such conflict(s) must be publicly announced at the earliest possible opportunity, and the member shall step down during the particular case(s), neither deliberating nor voting on same.

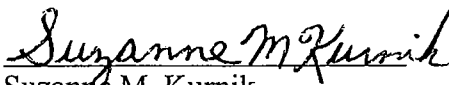
ARTICLE VIII - APPEARANCE OF FAIRNESS

The members of the Planning Commission shall, at all times, maintain the appearance of fairness as required by law.

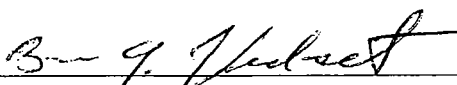
ARTICLE IX - AMENDMENTS

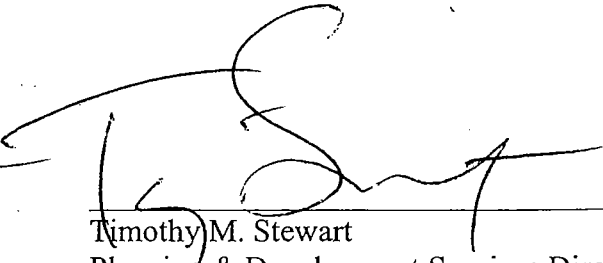
These By-laws may be amended or repealed and new By-laws may be adopted at any regular meeting or special meeting by a majority vote of the membership. A copy of the proposed By-laws, or amendments thereto, shall be furnished to each member at least three (3) days prior to the date of the meeting. All amendments to the by-laws shall be submitted to the Mayor and City Council for their information.

It is hereby understood that the undersigned Clerk of the Planning Commission does hereby certify that the above and foregoing By-laws were duly adopted by the members of the Commission as the By-laws of the Commission on the 15th day of October 1998, and that they do now constitute the By-laws of the City of Shoreline Planning Commission.


Suzanne M. Kurnik
Clerk, Planning Commission

SIGNED BY:


Byron Vadset
Chair, Planning Commission


Timothy M. Stewart
Planning & Development Services Director



PLANNING COMMISSION BY-LAWS

**Adopted
February 15, 1996
Revised
November 6, 1997
Revised
October 15, 1998**

ARTICLE I - MEMBERSHIP

The Shoreline Planning Commission shall consist of nine (9) members, appointed by the Mayor and confirmed by the City Council but a lesser number, but not less than five (5), shall constitute a lawful Commission until a full complement is appointed.

ARTICLE II - OFFICERS AND DUTIES

SECTION 1: OFFICERS

Officers shall be a Chair and Vice-Chair; both elected by the Commission by and from members of the Commission. In absence of both, members may elect a Chair *pro tem*.

SECTION 2: DUTIES OF THE COMMISSION

As established by City of Shoreline Ordinance No. 36, the Commission shall undertake the duties and responsibilities defined in Section 6 in accordance with the purpose stated in Section 1 of that ordinance.

SECTION 3: DUTIES OF THE OFFICERS

CHAIR: The Chair shall preside at all meetings and public hearings and call special meetings when necessary. The Chair shall be a full voting member of the Commission. The Chair shall account for expenditures of budgeted Commission funds, sign minutes and official papers, appoint all committees and their respective Chairs, and act as an *ex-officio* member of each, but without voting

privileges. The Chair may delegate duties to other Commissioners with the consent of the Commission. The Chair shall speak on behalf of the Commission before the City Council and to the public.

The Chair shall serve for a single one-year term of office.

VICE CHAIR: The Vice Chair shall perform the duties of the Chair in the absence of the same. The Vice Chair may also serve as convenor of special committees. The Vice Chair shall gather all requests for staff work and communicate those to staff.

The Vice-Chair shall serve for a one-year term of office. The Vice Chair shall then become Chair of the Planning Commission, upon confirmation through the annual election process.

SECTION 4: DUTIES OF THE CLERK OF THE COMMISSION

CLERK OF THE COMMISSION: The Clerk shall record and retain by electronic means each meeting for the official record and shall prepare summary minutes for the Commission, maintain official records and prepare legal notification for all meetings and quasi-judicial proceedings.

ARTICLE III - ELECTIONS

The Commission shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first regular public meeting of the Commission in April. Such election shall take place as the first item of new business of that meeting, and elected officers shall assume their duties at the close of elections.

The Chair shall serve for a single, one-year term of office. The Vice Chair shall serve for a single, one-year term of office. The Vice Chair shall then become Chair of the Planning Commission, upon confirmation through the annual election process. If the Vice Chair is not elected Chair, or is unavailable to run for the office of Chair or serve in the Chair position, a new election will be held at large.

In the event of the departure of an officer from the Commission, the Commission shall elect a new officer to fill out the term at the next regular meeting.

ARTICLE IV - MEETINGS

SECTION 1: SCHEDULE

The Planning Commission shall hold regular meetings according to the following schedule:

First and Third Thursday of each month. The meetings shall begin at 7:00 p.m. and end at 9:30 p.m. unless modified by the Commission. Should a regular meeting day be a legal holiday, the scheduled meeting shall be postponed to the succeeding Thursday, unless a majority of the Commission votes to select another day or to cancel the meeting.

A special meeting may be called by the Chair of the Commission, the City Council or Mayor or by the written request of any three (3) Commissioners, providing a 10 day public notice period.

SECTION 2: ORDER OF BUSINESS

The order of business for each **regular** meeting of the Commission shall be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. PUBLIC COMMENT
6. REPORTS OF COMMITTEES & COMMISSIONERS
7. STAFF REPORTS
8. PUBLIC HEARING
9. UNFINISHED BUSINESS
10. NEW BUSINESS
11. AGENDA FOR NEXT MEETING
12. ADJOURNMENT

SECTION 3: PURPOSE OF SPECIAL MEETINGS

Special meetings called in accordance with Section 1 of this article shall be called for a specific purpose or purposes, and the announcement for such special meeting shall clearly state such purpose(s). In addition, a specific agenda shall be attached to the announcement of a special meeting delineating the order of business addressing the meeting purpose. The agenda for a special meeting need not conform to that specified in Section 2 of this Article.

ARTICLE V - RULES OF MEETINGS

SECTION 1: ABSENCES

Unexcused absence from more than three (3) consecutive meetings shall be cause for removal. Members shall communicate with the Chair of the Commission or the Vice Chair or the Planning & Development Services Director prior to the meeting with requests for excused absences. Emergency requests may be considered. The Chair of the Commission may approve the excused absence.

SECTION 2: QUORUM

The presence of five (5) members constitutes a quorum, and is required for the Commission to take any action other than to adjourn.

SECTION 3: RULES OF PROCEDURE

The current edition of Robert's Rules of Order shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Commission.

SECTION 4: VOTING

In instances where a vote is called for or required, the present majority is sufficient to act (providing a quorum is present), except in matters of the Comprehensive Plan and Map, changes to the Zoning Map or Ordinances, subdivision decisions and officer election, where five (5) affirmative votes are required. Each member shall have one vote and no proxies shall be allowed. Present members may abstain for cause. The Chair may vote on any issue, and shall vote in the event of a tie. No action is taken if the Chair votes and the tie continues. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes and reported to the City Council.

SECTION 5: RECESSES / CONTINUATIONS

Meetings shall be adjourned at 9:30 p.m., unless a present majority votes to waive this requirement. Continuations of meetings shall be to a definite time and place, by majority vote of present members.

ARTICLE VI - COMMITTEES

Standing and *ad hoc* committees may be appointed by the Commission Chair. Standing committees shall serve at the pleasure of the Commission and special committees shall also serve for such purposes and terms as the Commission approves. Committees shall establish their own meeting schedule, and the deliberations thereof shall take the form of written reports, submitted to the entire Commission.

ARTICLE VII - CONFLICT OF INTEREST

The Chair shall routinely ask members if they have a conflict of interest with any item on the agenda. Such conflict(s) must be publicly announced at the earliest possible opportunity, and the member shall step down during the particular case(s), neither deliberating nor voting on same.

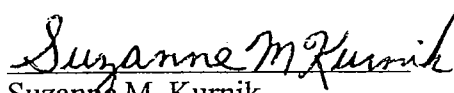
ARTICLE VIII - APPEARANCE OF FAIRNESS

The members of the Planning Commission shall, at all times, maintain the appearance of fairness as required by law.

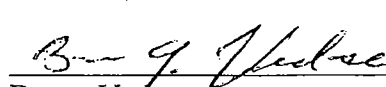
ARTICLE IX - AMENDMENTS


These By-laws may be amended or repealed and new By-laws may be adopted at any regular meeting or special meeting by a majority vote of the membership. A copy of the proposed By-laws, or amendments thereto, shall be furnished to each member at least three (3) days prior to the date of the meeting. All amendments to the by-laws shall be submitted to the Mayor and City Council for their information.

It is hereby understood that the undersigned Clerk of the Planning Commission does hereby certify that the above and foregoing By-laws were duly adopted by the members of the Commission as the By-laws of the Commission on the 15th day of October 1998, and that they do now constitute the By-laws of the City of Shoreline Planning Commission.


Suzanne M. Kurnik
Clerk, Planning Commission

SIGNED BY:


Byron Vadset
Chair, Planning Commission


Timothy M. Stewart
Planning & Development Services Director



PLANNING COMMISSION BY-LAWS

**Adopted
February 15, 1996
Revised
November 6, 1997
Revised
October 15, 1998**

ARTICLE I - MEMBERSHIP

The Shoreline Planning Commission shall consist of nine (9) members, appointed by the Mayor and confirmed by the City Council but a lesser number, but not less than five (5), shall constitute a lawful Commission until a full complement is appointed.

ARTICLE II - OFFICERS AND DUTIES

SECTION 1: OFFICERS

Officers shall be a Chair and Vice-Chair; both elected by the Commission by and from members of the Commission. In absence of both, members may elect a Chair *pro tem*.

SECTION 2: DUTIES OF THE COMMISSION

As established by City of Shoreline Ordinance No. 36, the Commission shall undertake the duties and responsibilities defined in Section 6 in accordance with the purpose stated in Section 1 of that ordinance.

SECTION 3: DUTIES OF THE OFFICERS

CHAIR: The Chair shall preside at all meetings and public hearings and call special meetings when necessary. The Chair shall be a full voting member of the Commission. The Chair shall account for expenditures of budgeted Commission funds, sign minutes and official papers, appoint all committees and their respective Chairs, and act as an *ex-officio* member of each, but without voting

privileges. The Chair may delegate duties to other Commissioners with the consent of the Commission. The Chair shall speak on behalf of the Commission before the City Council and to the public.

The Chair shall serve for a single one-year term of office.

VICE CHAIR: The Vice Chair shall perform the duties of the Chair in the absence of the same. The Vice Chair may also serve as convenor of special committees. The Vice Chair shall gather all requests for staff work and communicate those to staff.

The Vice-Chair shall serve for a one-year term of office. The Vice Chair shall then become Chair of the Planning Commission, upon confirmation through the annual election process.

SECTION 4: DUTIES OF THE CLERK OF THE COMMISSION

CLERK OF THE COMMISSION: The Clerk shall record and retain by electronic means each meeting for the official record and shall prepare summary minutes for the Commission, maintain official records and prepare legal notification for all meetings and quasi-judicial proceedings.

ARTICLE III - ELECTIONS

The Commission shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first regular public meeting of the Commission in April. Such election shall take place as the first item of new business of that meeting, and elected officers shall assume their duties at the close of elections.

The Chair shall serve for a single, one-year term of office. The Vice Chair shall serve for a single, one-year term of office. The Vice Chair shall then become Chair of the Planning Commission, upon confirmation through the annual election process. If the Vice Chair is not elected Chair, or is unavailable to run for the office of Chair or serve in the Chair position, a new election will be held at large.

In the event of the departure of an officer from the Commission, the Commission shall elect a new officer to fill out the term at the next regular meeting.

ARTICLE IV - MEETINGS

SECTION 1: SCHEDULE

The Planning Commission shall hold regular meetings according to the following schedule:

First and Third Thursday of each month. The meetings shall begin at 7:00 p.m. and end at 9:30 p.m. unless modified by the Commission. Should a regular meeting day be a legal holiday, the scheduled meeting shall be postponed to the succeeding Thursday, unless a majority of the Commission votes to select another day or to cancel the meeting.

A special meeting may be called by the Chair of the Commission, the City Council or Mayor or by the written request of any three (3) Commissioners, providing a 10 day public notice period.

SECTION 2: ORDER OF BUSINESS

The order of business for each **regular** meeting of the Commission shall be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. PUBLIC COMMENT
6. REPORTS OF COMMITTEES & COMMISSIONERS
7. STAFF REPORTS
8. PUBLIC HEARING
9. UNFINISHED BUSINESS
10. NEW BUSINESS
11. AGENDA FOR NEXT MEETING
12. ADJOURNMENT

SECTION 3: PURPOSE OF SPECIAL MEETINGS

Special meetings called in accordance with Section 1 of this article shall be called for a specific purpose or purposes, and the announcement for such special meeting shall clearly state such purpose(s). In addition, a specific agenda shall be attached to the announcement of a special meeting delineating the order of business addressing the meeting purpose. The agenda for a special meeting need not conform to that specified in Section 2 of this Article.

ARTICLE V - RULES OF MEETINGS

SECTION 1: ABSENCES

Unexcused absence from more than three (3) consecutive meetings shall be cause for removal. Members shall communicate with the Chair of the Commission or the Vice Chair or the Planning & Development Services Director prior to the meeting with requests for excused absences. Emergency requests may be considered. The Chair of the Commission may approve the excused absence.

SECTION 2: QUORUM

The presence of five (5) members constitutes a quorum, and is required for the Commission to take any action other than to adjourn.

SECTION 3: RULES OF PROCEDURE

The current edition of Robert's Rules of Order shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Commission.

SECTION 4: VOTING

In instances where a vote is called for or required, the present majority is sufficient to act (providing a quorum is present), except in matters of the Comprehensive Plan and Map, changes to the Zoning Map or Ordinances, subdivision decisions and officer election, where five (5) affirmative votes are required. Each member shall have one vote and no proxies shall be allowed. Present members may abstain for cause. The Chair may vote on any issue, and shall vote in the event of a tie. No action is taken if the Chair votes and the tie continues. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes and reported to the City Council.

SECTION 5: RECESSES / CONTINUATIONS

Meetings shall be adjourned at 9:30 p.m., unless a present majority votes to waive this requirement. Continuations of meetings shall be to a definite time and place, by majority vote of present members.

ARTICLE VI - COMMITTEES

Standing and *ad hoc* committees may be appointed by the Commission Chair. Standing committees shall serve at the pleasure of the Commission and special committees shall also serve for such purposes and terms as the Commission approves. Committees shall establish their own meeting schedule, and the deliberations thereof shall take the form of written reports, submitted to the entire Commission.

ARTICLE VII - CONFLICT OF INTEREST

The Chair shall routinely ask members if they have a conflict of interest with any item on the agenda. Such conflict(s) must be publicly announced at the earliest possible opportunity, and the member shall step down during the particular case(s), neither deliberating nor voting on same.

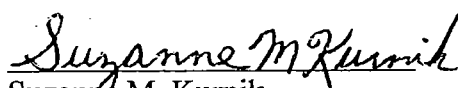
ARTICLE VIII - APPEARANCE OF FAIRNESS

The members of the Planning Commission shall, at all times, maintain the appearance of fairness as required by law.

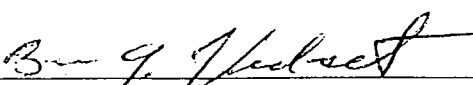
ARTICLE IX - AMENDMENTS

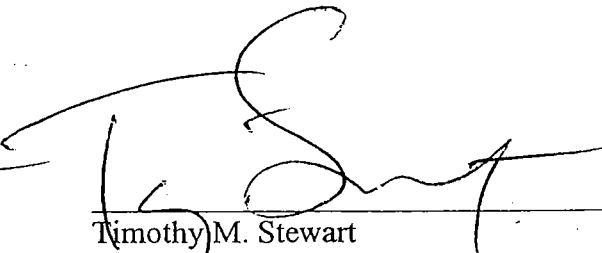
These By-laws may be amended or repealed and new By-laws may be adopted at any regular meeting or special meeting by a majority vote of the membership. A copy of the proposed By-laws, or amendments thereto, shall be furnished to each member at least three (3) days prior to the date of the meeting. All amendments to the by-laws shall be submitted to the Mayor and City Council for their information.

It is hereby understood that the undersigned Clerk of the Planning Commission does hereby certify that the above and foregoing By-laws were duly adopted by the members of the Commission as the By-laws of the Commission on the 15th day of October 1998, and that they do now constitute the By-laws of the City of Shoreline Planning Commission.


Suzanne M. Kurnik
Clerk, Planning Commission

SIGNED BY:


Byron Vadset
Chair, Planning Commission


Timothy M. Stewart
Planning & Development Services Director